TOWNSHIP OF MANCELONA ANTRIM COUNTY, MICHIGAN AUDITED FINANCIAL STATEMENTS MARCH 31, 2005

Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

Local Gove	ernment Typ		o 🗌	Village	Other	Local Governme	ent Name of Mancelona		I	County Antrim	
Audit Date 3/31/05				Opinion D 5/11/0			Date Accountant Report Sul 8/22/05	omitted to State:		A110 1111	
accordant	Statemer	ne s	lateme	enis of ti	ne Govern	mental Accou	government and render inting Standards Board int in Michigan by the M	d (GASB) and	the Unif	orm Par	ments prepared
		olied	with th	e <i>Bulletin</i>	for the Au	dits of Local U	Inits of Government in I	<i>Michigan</i> as rev	rised.		
2. We a	re certifie	d pul	olic acc	countants	registered	I to practice in	Michigan.				
We furthe comments	r affirm th s and reco	e fol	lowing. endatio	. "Yes" re ons	sponses ha	ave been disci	losed in the financial sta	atements, inclu	ding the n	otes, or	in the report of
ou must	check the	арр	licable	box for e	ach item b	elow.					
Yes	✓ No	1.	Certai	in compo	nent units/f	funds/agencie:	s of the local unit are ex	cluded from th	e financia	l statem	ents.
Yes	✓ No	2.	There 275 of	are acci f 1980).	umulated d	leficits in one	or more of this unit's u	ınreserved fun	d balance	s/retaine	ed earnings (P.A
Yes	✓ No	3.	There amen	are insta ded).	ances of n	on-complianc	e with the Uniform Ac	counting and E	Budgeting	Act (P.	A. 2 of 1968, a
Yes	✓ No	4.	The lo	ocal unit ements, c	has violate or an order	ed the conditi	ons of either an order the Emergency Municip	r issued under al Loan Act.	the Mun	icipal Fi	nance Act or it
Yes	✓ No	5.	The lo	ended [M	nolds depo CL 129.91	osits/investmer], or P.A. 55 o	nts which do not comp f 1982, as amended [M	ly with statutor CL 38.1132]).	y require	ments. (I	P.A. 20 of 1943
Yes	✓ No	6.	The lo	cal unit h	as been de	elinquent in dis	tributing tax revenues t	hat were collec	ted for an	other ta	xing unit.
Yes	✓ No	7.	pensio	n benefit	s (normal o	costs) in the c	utional requirement (Ar current year. If the plan quirement, no contribut	is more than	100% fun	ded and	the overfunding
Yes	✓ No	8.	The lo	cal unit (129.241).	uses credit	cards and h	as not adopted an app	olicable policy	as require	ed by P	.A. 266 of 1995
Yes	∨ No	9.	The lo	cal unit ha	as not adop	oted an investr	ment policy as required	by P.A. 196 of	1997 (MC	L 129.9	5).
	enclosed							Enclosed		Be arded	Not Required
he letter o	of comme	nts a	and rec	ommend	ations.						~
leports or	n individua	al fed	eral fir	ancial as	sistance p	rograms (prog	ram audits).				V
ingle Aud	lit Reports	(AS	LGU).								V
ertified Publ	. Smith,)							
treet Addres	enter A	⁄e. S	uite 1	08			City Gaylord	·	State MI	ZIP 497	35
ccountant Si	ignature	$\overline{\ \ }$	-	\ \	<u></u>	\			Date 8/22/05		

TOWNSHIP OFFICIALS

SUPERVISOR

GERALD PATRICK

CLERK

MAURICE McGLEISH

TREASURER

CATHY SUE ROBINSON

TRUSTEES

DAN BEAN

MARGARET CHAPMAN

TOWNSHIP OF MANCELONA

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT	PAGE –
Management's Discussion and Analysis	III – VI
FINANCIAL STATEMENTS Government-Wide Financial Statements Statement of Net Assets	1
Statement of Activities	2
Fund Financial Statements Government Funds	
Balance Sheet	3
Reconciliation of the Balance Sheet to the Statement of Net Assets	4
Statement of Revenues, Expenditures and Changes in Fund Balance	5
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities	6
Fiduciary Funds Statement of Fiduciary Net Assets	7
Statement of Changes in Fiduciary Net Assets	8
NOTES TO FINANCIAL STATEMENTS	9 - 19
REQUIRED SUPPLEMENTAL INFORMATION Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	20 – 23
Fire Fund	24
Road Fund	25
OTHER SUPPLEMENTAL INFORMATION Combining Balance Sheet – Non-Major Funds	26
Combining Statements of Revenues, Expenditures and changes in Fund Balance – Non-Major Funds	27



INDEPENDENT AUDITOR'S REPORT

May 4, 2005

To the Township Board Township of Mancelona

I have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Mancelona, Antrim County, Michigan as of and for the year ended March 31, 2005, which collectively comprise the Township's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Township's managements. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Mancelona, Antrim County, Michigan as of March 31, 2005, and the respective changes in financial position, thereof and for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages III – VI and budgetary comparison information on pages 20 – 25, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion on it.

(Care ())

Daniel S. Smith, CPA

TOWNSHIP OF MANCELONA

202 W. State Street Mancelona, MI 49659

TOWNSHIP OF MANCELONA MANAGEMENT'S DISCUSSION & ANALYSIS YEAR ENDED MARCH 31, 2005

This section of the Township of Mancelona's annual financial report presents our discussion and analysis of the Township's financial performance during the fiscal year ended March 31, 2005. Please read it in conjunction with the financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

Township assets at March 31, 2005, as reported in the Statement of Net Assets, totaled approximately \$2,353,000 for governmental activities. Of the total Township assets, approximately \$1,223,000 represents capital assets net of depreciation.

Overall revenues were approximately \$857,000 (\$189,000 from program revenues and \$668,000 from general revenues). Overall expenses approximated \$673,000.

The Township did incur a new debt instrument during the year, totaling \$180,501, for the purchase of a new fire truck. Long-term debt and capital asset activity is addressed further in a subsequent section of this letter.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion & analysis, the basic financial statements, and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township.

The first two statements are government-wide financial statements and provide both long and short-term information about our overall financial status. These statements present the governmental activities of the Township. The Township does not engage in any business-type activities.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

The remaining statements are fund financial statements, which focus on individual parts of the Township in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide statements report information about the Township as a whole using accounting methods used by private companies. The Statement of Net Assets includes all of the entity's assets and liabilities. The Statement of Activities records all of the current year revenues and expenses regardless of when received or paid.

The two government-wide statements report net assets and how they have changed. Net assets are the difference between the Township's assets and liabilities; this is one method to measure the Township's financial health or position.

Over time, increases or decreases in an entity's net assets is an indicator of whether financial position is improving or deteriorating.

To assess overall health of an entity, you may also have to consider additional factors such as tax base changes, facility conditions, and personnel changes.

All of the activities of the Township are reported as governmental activities.

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Township's funds, focusing on significant (major) funds, not the Township as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Township Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditure of those resources.

The Township has the following types of funds:

Governmental Funds: All of the Township's activities are included in the governmental fund category. These funds are presented on the modified

accrual basis, which is designed to show short-term financial information. You will note that the differences between the Township's government-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them.

FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

Net Assets: The Township's combined net assets increased approximately \$184,500 during the year ended March 31, 2005 totaling \$2,224,347. The increase is mainly due to conservative fiscal monitoring by the board over virtually all expenditures.

Government Funds: The fund balances for governmental funds increased approximately \$53,800. The increase is much lower than the "net assets" increase primarily because of the purchase of a new fire truck (\$330,500 minus the related debt of \$180,500) is deducted as a capital expenditure in the general fund statement, but capitalized in the statement of net assets.

FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS

General Fund: This fund is used to record all activities of the Township not required to be recorded in a separate fund. This would primarily include township administration, ambulance services, and the costs to operate the township hall. The major sources of revenue for the general fund are the Township tax base and the revenue sharing from the State of Michigan. The major expenses for this fiscal year include the general operating activities of the Township, and ambulance services.

Fire Fund: The Fire Fund is used to account for all activities related to fire protection services. Revenues are derived primarily from property taxes and contractual services to Custer Township, and totaled \$301,122. Fire expenditures totaled \$577,156, of which \$430,344 was spent on equipment purchases and debt service. Other major expenditures include wages, repairs and maintenance and insurance.

Road Fund: The Road Fund is used to account for all activities related to road repair and construction. Revenues are derived from property taxes and totaled \$84,597. Expenditures, totaling \$31,461, were paid to repair and pave Pineview Drive.

The Township has the following non-major funds:

Cemetery, Library, and Liquor Law Enforcement. These funds are primarily supported by program revenues, with some assistance from the general fund.

Revenues totaled \$53,071 and expenditures totaled \$78,983, with \$26,376 coming from the general fund.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

Capital Assets: Additions to the Township's capital assets include fire equipment in the amount of \$14,572 and the new "pumper tanker" fire truck for \$330,501.

Long-Term Debt: The Township borrowed \$180,501 to purchase the new fire truck. The balance outstanding at year end was \$114,727.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

None.

CONTACTING TOWNSHIP MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Township's finances and to demonstrate the Township's accountability for the revenues it receives. If you have any questions concerning this report please contact Maurice McGleish, Township Clerk or Sue Robinson, Township Treasurer at 202 W. State Street, Mancelona. MI 49659.

Gerald Patrick, Supervisor

Maurice McGleish, Township Clerk

Sue Robinson, Township Treasurer

TOWNSHIP OF MANCELONA STATEMENTS OF NET ASSETS MARCH 31, 2005

ASSETS

Current Assets: Cash Investments Due from Fiduciary Fund Due from County Due from Employees - Pension Plan Total Current Assets	\$ 815,309 169,471 78,423 65,118 1,865
. Stall Gulletit Assets	1,130,186
Capital Assets: Capital Assets Less, Accumulated Depreciation Total Capital Assets	1,978,655 (755,348) ————————————————————————————————————
Total Assets	2,353,493
	=======================================
LIABILITIES	
Current Liabilities: Accounts Payable Due to Ambulance Authority	\$ - 14,419
Total Current Liabilities	14,419
Non-Current Liabilities: Note Payable - Alden State Bank	114,727
Total Liabilities	129,146
NET ASSETS	
Investment in Capital Assets Net Assets, Unrestricted	1,223,307 1,001,040
Total Net Assets	\$ 2,224,347

TOWNSHIP OF MANCELONA STATEMENT OF ACTIVITIES YEAR ENDED MARCH 31, 2004

NET (EXPENSE)	REVENUE AND CHÁNGE IN NET ASSETS GOVERNMENTAL ACTIVITIES	\$ (161,120) (35,798) (50,508) (42,281) (141,906) (23,195) (15,376) (17,468)	(1,565) (1,565)	406,153 180,552 31,001 11,820 12,875	8,129	184,578 2,039,769 \$ 2,224,347
REVENUES	CAPITAL GRANTS AND CONTRI- BUTIONS	₩				
	OPERATING GRANTS AND CONTRI- BUTIONS	\$ 25,826 8,266 27,903	2,470			
PROGRAM	CHARGES FOR SERVICES	\$ 104,910 1,234 17,967	124,111	Property Taxes State Shared Revenue Property Tax Administration Fee Swamp Tax Interest on Investments Royalties Other	General Revenues	Net Assets s - Beginning of Year s - End of Year
	EXPENSES	\$ (186,946) (35,798) (50,508) (42,281) (246,816) (31,461) (44,513) (30,435) (4,035)	(672,793) (GENERAL REVENIES	Property Taxes State Shared Revenue Property Tax Administra Swamp Tax Interest on Investments Royalties Other	Total General P	Change in Net Assets Net Assets - Beginning contact Assets - End of Year
	GOVERNMENTAL	Township Administration Assessing Buildings and Grounds Ambulance Services Fire Protection Road Construction Library Cemetery Liquor Law				

TOWNSHIP OF MANCELONA BALANCE SHEET GOVERNMENTAL FUNDS MARCH 31, 2005

		MAJO	R GOV	MAJOR GOVERNMENTAL FUNDS	AL FU	NDS	NON-MAJOR		
	!	GENERAL		FIRE		ROADS	GOVERN- MENTAL FUNDS		TOTAL
ASSETS Cash Certificates of Deposit Receivables:	↔	359,667 149,248	₩	254,433	₩	114,095	\$ 87,114	€	815,309
Delinquent Taxes and Fees Due from Employees - Pension Plan Due From Other Funds		21,698 1,865 31,275		31,219		12,201	0.44		65,118 1,865
Total Assets		563,753		316,164		16,636	107,337		78,423
LIABILITIES AND FUND EQUITY Liabilities: Accounts Payable Due to the Ambulance Authority		- 14,419							
Total Liabilities		14,419				1 1			14,419
Fund Equity: Fund Balance: Reserved Undesignated, Unreserved		549,334		316.164		142 032	66,422		66,422
Total Fund Equity		549,334		316,164		142,932	40,915		1,049,345
Total Liabilities and Fund Equity	₩	563,753	ν	316,164	₩	142,932	\$ 107,337	€	1,130,186
						•			

TOWNSHIP OF MANCELONA RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET ASSETS MARCH 31, 2005

TOTAL FUND BALANCES - GOVERNMENTAL ACTIVITIES PER BALANCE SHEET - PAGE 3	\$ 1,115,767
Amounts reported for governmental activities in the Statement of Net Assets (Page 1) are different because:	
Capital assets used in governmental activities are not financial resources and therefore not used in the funds.	1,223,307
Long term liabilities are not due and payable in the current period and therefore not reported in the funds	 (114,727)
TOTAL NET ASSETS - GOVERNMENTAL ACTIVITIES PER STATEMENT OF NET ASSETS - PAGE 1	\$ 2,224,347

TOWNSHIP OF MANCELONA STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS FOR THE YEAR ENDED MARCH 31, 2005

	MAJ	OR	FUNDS		
	GENERAL	- FIRE	ROAD	MAJOR S FUNDS	
REVENUES					
Local Sources:					
Current Property Taxes Charges for Services:	\$ 129,795	\$ 191,76	1 \$ 84,59	97 \$	- \$ 406,153
Custer Township	-	104,91	0	_	104.040
Property Tax Administration	31,001	,	-	_	104,910
Summer Tax Reimbursement	25,826		_	<u>-</u>	- 31,001 - 25,826
Reimbursements	· -		_		25,626
Other:					-
Royalties	15,683		_	- 2,582	18,265
Interest and Dividends	9,696	2,264	4	- 915	,
Cemetery Fees	-	,	=	- 17,967	,
Library Sources	-		-	- 24,002	,,
Miscellaneous	5,942	2,187	7	24,002	
State Sources:		,,		-	8,129
State Shared	180,552		•	- 7,605	400.457
Swamp Tax	11,820			- 7,005	188,157
METRO Funds	8,266			_	11,820
					8,266
Total Revenues	418,581	301,122	84,597	7 53,071	857,371
EXPENDITURES					
General Government Public Safety:	254,212	-			254,212
Ambulance Services	10.007				',- '
Fire Protection	42,281	_	-	· _	42,281
Liquor Law Enforcement	-	577,156	-	•	577,156
Road Construction	-	-	-	4,035	4,035
Cemetery	-		31,461	, -	31,461
Library	-	-	-	30,435	30,435
·		-		44,513	44,513
Total Expenditures	296,493	577,156	31,461	78,983	984,093
Excess (Deficiency) of					
Revenues over Expenditures	122,088	(276,034)	53,136	(25.040)	/4 ~~ ~~ ~
	,	(210,004)	55, 150	(25,912)	(126,722)
OTHER SOURCES (USES)					
Transfers In (Out)	(25,552)	_		05 550	
Loan Proceeds	(20,002)	180,501	-	25,552	-
_		100,007		-	180,501
Excess (Deficiency) of Revenues					
and Other Sources over					
Expenditures and Other Uses	96,536	(95,533)	53,136	(200)	
	55,555	(55,555)	55, 156	(360)	53,779
Fund Balance - Beginning of Year	452,798	411,697	89,796	107,697	1 061 000
Fund Polones - First - Co.					1,061,988
Fund Balance - End of Year	\$ 549,334	316,164	\$ 142,932	\$ 107,337	\$ 1,115,767
See accompanying notes to the financial					
See accompanying notes to the financia	ıı statements	5			

TOWNSHIP OF MANCELONA RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES YEAR ENDED MARCH 31, 2005

NET CHANGE IN FUND BALANCES- TOTAL GOVERNMENTAL FUNDS - PAGE 5	\$	53,779
Amounts reported for governmental activities in the statement of activities (page 3) are different because:	•	30,173
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives.		345,073
Depreciation expense, recorded in the statement of activities but not in the governmental fund financial statements.		(99,547)
Governmental funds do not report long-term debt; therefore, debt service payments are recorded as an expenditure. However, in the government-wide financial statements, long-term debt is recorded and debt service payments are applied against the outstanding balance.		(,-,-,
		65,774
Proceeds from long-term debt is recorded in the fund statements as an "Other Financing Source", but in the government-wide statements it is recorded as a long-term liability.		(180,501)
CHANGES IN NET ASSETS - GOVERNMENTAL ACTIVITIES		(100,301)
PER THE STATEMENT OF ACTIVITIES - PAGE 2	\$	184,578

TOWNSHIP OF MANCELONA STATEMENT OF FIDUCIARY NET ASSETS FIDUCIARY FUND MARCH 31, 2005

ASSETS

-	Cash	\$ 243,328
		245,526
-	LIABILITIES	
	Due to Other Funds	78,423
•	Due to Other Governments	164,905
	Total Liabilities	243,328
•		
	NET ASSETS	
1	Net Assets	\$ -

TOWNSHIP OF MANCELONA STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS YEAR ENDED MARCH 31, 2005

RECEIPTS: Property Taxes and Interest	\$	3,029,720
DISBURSEMENTS: Property Tax and Interest Disbursements		3,029,720
Changes in Fiduciary Net Assets		
Fiduciary Net Assets - Beginning of Year		-
Fiduciary Net Assets - End of Year		

NOTE A: ENTITY

The Township of Mancelona is a General Law Township of the State of Michigan located in Antrim County, Michigan. It operates under an elected board and provides service to its residents in many areas including law enforcement, community enrichment, and human services. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included. Based on these guidelines, there are no other entities which should be considered for inclusion in this report.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

INTRODUCTION

The accounting and reporting framework and the more significant accounting principles and practices of the Township of Mancelona are discussed in subsequent sections of this Note. The remainder of the notes are organized to provide explanations including required disclosures of the Township's financial

The accounting policies of the Township of Mancelona conform to the generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

On April 1, 2003, the Township of Mancelona adopted the new governmental reporting model and implemented Governmental Accounting Standards Board (GASB) Statement No. 34 "Basic Financial Statements - and Management's Discussion and Analysis – for State and Local Governments" and Statement No. 38 "Certain Financial Statement Note Disclosures".

Under the provisions of GASB Statements No. 34 and 38, the focus of the Township's financial statements has shifted from a fund focus to a governmentwide focus.

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENT PRESENTATION

Government-Wide Financial Statements

The government-wide financial statements include the Statement of Net Assets and the Statement of Activities. These statements report financial information for

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENT PRESENTATION (CONTINUED)

the Township as a whole, excluding fiduciary activities. Individual funds are not displayed but the statements distinguish governmental activities, generally supported by taxes and Township general revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers. At this time, the Township has no business-type activities.

The Statement of Activities reports the expenses of a given function offset by program revenues directly connected with functional programs. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity.

Program revenues include: (1) charges for services which report fees, fines and forfeitures, and other charges to users of the Township's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assts and include fees to developers. These revenues are subject to externally imposed restrictions to these program uses. Taxes and other revenue sources not included as program revenues are reported as general revenues.

Fund Financial Statements

Fund financial statements are provided for governmental, proprietary, and fiduciary funds. Major individual governmental funds are reported in separate columns with composite columns for non-major funds. The measurement focus and basis of accounting for the government-wide and fund financial statements are described in a subsequent section of this note.

FUND TYPES AND MAJOR FUNDS

Governmental Funds

The Township reports the following major governmental funds:

General Fund - This fund is used to account for all financial transaction except those required to be accounted for in another fund. The fund includes the

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

FUND TYPES AND MAJOR FUNDS (CONTINUED)

general operating expenditures of the local unit. Revenues are derived primarily from property taxes, State revenue sharing, and other inter-governmental revenues.

Fire Fund – This fund is used to account for all financial transactions related to the Township's fire protection services. Revenues are derived primarily from property taxes and services to Custer Township.

Road Fund – This fund is used to account for all financial transactions related to the Township's road repair/construction. Revenues are derived primarily from property taxes.

The Township reports, in total, the following non-major funds: Cemetery, Library, and Liquor Law Enforcement.

Other Funds

Fiduciary Funds – These funds are used to account for assets held in trust or as an agent for others. Tax collection activities are recorded in this category. Fiduciary activities are not reported in the governmental-wide financial statements, in accordance with GASB Statement No. 34.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The financial statements of the Township are prepared in accordance with generally accepted accounting principles (GAAP). The Township applies all relevant Governmental Accounting Standards Board (GASB) pronouncements and applicable Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The Township does not apply FASB pronouncements or APB opinions issued after November 31, 1989.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide Financial Statements

The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting generally including the reclassification or elimination of internal activity (between or within funds). However, internal eliminations do not include utility services provided to Township departments. Fiduciary fund financial statements also report using this same focus and basis of accounting although internal activity is not eliminated in these statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when grantor eligibility requirements are met.

Governmental Fund Financial Statements

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available.

Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Township considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported as expenditures in the year due.

Major revenue sources susceptible to accrual include: sales and use taxes, property taxes, franchise taxes (fees), intergovernmental revenues, and investment income. In general, other revenues are recognized when cash is received.

Property tax revenues are recognized as follows:

Properties are assessed as of December 31 and the related property taxes are levied on December 1 of the following year. These taxes are due on February 15; uncollected amounts are subsequently added to the county delinquent tax

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide Financial Statements (CONTINUED) .

rolls. A county revolving fund normally pays the balance of the Township's tax levy by May 31 of each year. In accordance with GASB 33 "Accounting and Financial Reporting for NonexchangeTransactions", the Township records the property tax revenue when it becomes an enforceable legal claim for the Township. Therefore, all taxes levied on December 31, 2004, are recorded as revenue in the current year. The Township's taxable value for the 2004 tax year totaled \$88,320,109.

The tax rates for the year ended March 31, 2005, were as follows:

PURPOSE	RATE/ASSESSED VALUATION
General Fire	0.9582 mills per \$1000 2.0000 mills special assessment
Roads Ambulance	0.5000 mills per \$1000 (voted) 0.9775 mills per \$1000 (voted) 0.4887 mills per \$1000 (voted)

BUDGET

Public Act 621 of 1978 as amended provides that a local unit shall not incur expenditures in excess of the amount appropriated. In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional and activity basis. The approved budgets of the Township for these budgetary funds were adopted on an activity level. Budgets as adopted end on March 31, of each year. There are no carryover budget items. During the year ended March 31, 2005, no over-expenditures were noted.

CAPITAL ASSETS AND DEPRECIATION

The Township's property, plant, and equipment, with useful lives of more than one year are stated at historical cost and comprehensively reported in the government-wide financial statements. Donated assets are stated at fair value on the date donated. The Township generally capitalized assets with historical cost of \$1,000 or more as purchase and construction outlays occur.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CAPTIAL ASSETS (CONTINUED)

The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts and the resulting gain or loss is recorded in operations.

Estimated useful lives, in years, for depreciable assets are as follows:

Buildings	25-50
Improvements, other than buildings	10-20
Machinery and equipment	5-10
Vehicles	5-10
Infrastructure	20-40
	20-40

Land, construction in progress, and library books and periodicals are not depreciated.

With respect to asset improvements, costs over \$1000 should be capitalized if:

- 1. The estimated life of an asset is extended by more than 25%, or
- 2. The cost results in an increase in the capacity of the asset, or
- 3. The efficiency of the asset is increased y more than 10%, or
- 4. Significantly changes the character of the asset, or
- 5. In the case of streets and roads, if the work done impacts the "base" structure.
- 6. Other wise, the cost should be expensed as repair and maintenance.

For information describing capital assets, see Note E.

LONG-TERM DEBT, DEFERRED DEBT EXPENSE, AND BOND DISCOUNTS/PREMIUMS

In government-wide financial statements, outstanding debt is reported as liabilities. Bond issuance costs, bonds discount or premiums, and the difference

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

between the reacquisition price and the net carrying value of refunded debt are capitalized and amortized over the terms of the respective bonds using a method that approximates the effect of interest method.

The governmental fund financial statements recognize the proceeds of debt and premiums as other financing sources of the current period. Issuance costs are reported as expenditures.

USE OF ESTIMATES

The financial statements have been prepared in conformity with generally accepted accounting principles as applicable to governments and, as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

NOTE C: CASH AND INVESTMENTS

Cash consists of bank accounts or securities with original maturities of 90 days or

All cash deposits are maintained in financial institutions in Northern Michigan. The Township's deposits are categorized to give the indication of the level of risk assumed by the Township at fiscal year-end. The categories are described as follows:

- Category 1 Insured or collateralized with securities held by the Township or by its agent in the Township's name.
- Category 2 Collateralized with securities held by the pledging financial institution's trust department or agent in the Township's name.
- Category 3 Uninsured and Uncollateralized.

BANK <u>BALANCE</u> Major Funds \$ 745,401 Non-Major Fund <u>s 87,114</u> Total \$ 832,515	\$ 214,267	CATEGORY 2 \$ - \$	3 \$ 531,134 87,114 \$ 618,248	CARRYING <u>AMOUNT</u> \$ 728,195 <u>87,114</u> \$ 815,309
Trust & Agency <u>\$ 243,448</u>	\$	<u>\$</u>	<u>\$ 243,448</u>	<u>\$ 243,328</u>

NOTE C: CASH AND INVESTMENTS (CONTINUED)

The Governmental Accounting Standards Board Statement No. 3 risk disclosures for the Township's **investments** are as follows:

- (1) Insured or securities held by the Township or the Township's agent in the Township's name.
- (2) Uninsured with securities held by the counter party's trust department or its agent in the Township's name.
- (3) Uninsured with securities held by the counter party's trust department or agent but not in the Township's name.

Major Funds Non Major Funds	1 \$ - - \$ -	CATEGORY 2 \$ 149,248 20,223 \$ 169,471	3 \$ - - -	CARRYING AMOUNT \$ 149,248 20,223 \$ 169,471
--------------------------------	------------------------	---	---------------------	--

NOTE D: DUE FROM/TO OTHER FUNDS

Due From/To Other Funds represents \$80,570 collected in the current tax collection fund that had not been distributed at March 31, 2005, to various funds as follows:

General Fund Fire Fund Road Fund	\$ 31,275 30,512 <u>16,636</u> \$ 78,423

NOTE E: CAPITAL ASSETS

	CAPITA NOT DE	AL ASSETS PRECIATED	CAPITA	AL ASSETS DE	EPRECIATE	D
	Land & Improv.	Library Books & Periodicals	<u>Buildings</u>	Data Handling Equipment	Vehicles au	
Governmental Activities Capital Assets						Totals
Balance, April 1, 2004 Increases Decreases	\$ 38,004	\$ 50,000 -	\$ 633,410	\$ 20,000 -	\$ 892,168 345,073	\$1,633,582
Balance, March 31, 2005	38,004	50,000	633,410	20,000	1,237,241	345,073 - 1,978,655
Accumulated Depreciation Balance, April 1, 2004						
Increases Decreases	-	<u>.</u> _ _	226,694 13,789	8,571 2,857	420,536 82,901	655,801 99,547
Balance, March 31, 2005	_		240,483	11,428	503,437	755,348
Capital Assets, Net	\$ 38,004	\$ 50,000	\$ 392,927	<u>\$ 8,572</u>	\$ 733,804	\$1,223,307
_						

Depreciation expense was charged to functions of the Township as follows:

Governmental Activities

Township Administration	\$ 7,357
Buildings and Grounds	11,683
Fire	 80,507
Total	\$ 99,547

NOTE F: LONG-TERM DEBT

As of March 31, 2005, the Township had one note payable (\$114,727) outstanding with a local bank for the purchase of a fire truck. The original amount borrowed was \$180,501. The Township's intention is to pay off the note in the next fiscal year. Interest cost during the year was \$1,226, at a rate of 4%.

NOTE G: RESERVED FUND BALANCE

The Township has reserved fund balance in the amount of \$66,422 related to perpetual care in the Cemetery Fund (a non-major fund).

NOTE H: RETIREMENT PLAN

The Township has a defined contribution pension plan for its employees. Listed below is a summary of the significant plan provisions adopted by Board resolution in February 1969, and as amended in April, 1996.

A. Eligibility Requirements

- 1. Attained age of 18 and not more than 75.
- 2. No minimum, service requirement.
- 3. All employees except volunteer fire fighters and seasonal employees.

B. Contributions

Schedule contributions are based on participant's compensation: 75% funded by the Township, 25% by the employee. A total of seven percent (7%) of employee compensation is contributed.

C. Vesting

 Contributions are vested to the employee immediately upon entering the plan.

D. Plan Administration

1. The plan is administered by the Township Clerk.

During the year of audit, the total employer contributions for the year, was \$6,526. Covered payroll for the year was \$124,305. The plan was funded at the required contribution amount. No pension prevision changes occurred during the year that affected the required contributions to be made by the Township or its employees.

NOTE I: CONTINGENCIES

INSURANCE

The Township is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; error and omission; injuries to employees; and natural disasters.

NOTE I: CONTINGENCIES (CONTINUED)

The Township participates in the Michigan Township Participating plan, a self insured group. The pool is considered a public entity risk pool. The Township pay annual premiums to the pool for the respective insurance coverage. In the event a pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the pool's policy year may be subject to special assessment to make up the deficiency. The pool maintains reinsurance for claims for each occurrence with the overall maximum coverage varying depending on the specific type of coverage of insurance. The Township has not been informed of any special assessment being required. There were no significant changes in coverage.

		RIGINAL BUDGET		FINAL MENDED BUDGET		ACTUAL	FR A	ARIANCE OM FINAL MENDED BUDGET
	REVENUES	 			_			
	Property Taxes	\$ 120,550	\$	120,550	\$	129,795	\$	0.245
	State Grants:	,	•	0,000	Ψ	123,733	Ψ	9,245
	State Shared; Sales Income	185,000		185,000		180,552		(4.440)
-	Swamp Tax	11,800		11,800		11,820		(4,448)
3	METRO Funds	· <u>-</u>		-		8,266		20 8,266
	Charges for Services:					0,200		0,200
	Property Tax Administration	26,000		26,000		31,001		5,001
	Reimbursements	-				,		5,001
	Summer Tax Reimbursement	25,657		25,657		25,826		169
	Oil/Gas Lease - Airport	9,000		9,000		15,683		6,683
	Interest - Dividends	7,000		7,000		9,696		2,696
	Miscellaneous	7,000		7,000		6,766		(234)
	Total Sales Revenue	 392,007		392,007		419,405		
		 						27,398
-	EXPENDITURES GENERAL GOVERNMENT Township Board: Salaries - Trustees FICA Insurance Spring Clean Up Legal Audit Dues and Subscriptions Printing Street Lights	3,090 240 17,753 10,000 7,000 6,000 2,000 1,800 6,000		3,090 240 17,753 10,000 7,000 6,550 2,000 1,800 6,000		3,090 236 19,748 6,544 6,161 6,550 1,710 1,260		(1,995) 3,456 839 - 290 540
	Copier Lease	2,175		2,175		5,348 2,156		652
	Travel/Meals_	2,000		2,000		272		19
	Contingency Fund	16,000		13,700		4,636		1,728
	Capital Outlay	4,000		4,000		2,964		9,064
	Miscellaneous	5,100		3,850		1,796		1,036 2,054
	Total Township Board	83,158		80,158		62,471		17,687
•	Supervisor: Salary							
	Fringes	5,677		5,677		5,677		_
	Education	435		435		434		1
•	Mileage	500		500		_		500
	wweage	 150		150		. 58		92
1	Total Supervisor	6,762		6,762	**.*	6,169		593

	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL	VARIANCE FROM FINAL AMENDED BUDGET
Election:				
Salaries	2,600	2 022	0.000	
Supplies	700	2,932	2,932	-
Machine Maintenance	500	476 500	466	10
Travel	500	500	-	500
Miscellaneous	400	393 400	292 26	101 374
Total Election	4,700	4,701	3,716	985
				905
Treasurer:				
Salary - Treasurer	22,880	22,880	22,880	
Salaries - Deputy and Clerical	11,975	11,975	12,019	- (44)
Fringes	2,680	2,680	2,677	(44)
Capital Outlay	1,000	1,000		3
Miscellaneous	500	500	655 84	345 416
Total Treasurer	39,035	39,035	38,315	720
Assessor:		_		
Contractual	25 700	05.700		
Misc	35,700 200	35,700 200	35,758 40	(58) 160
Total Assessor	35,900	35,900	35,798	102
Board of Review:	-		<u> </u>	
Salaries	000			
FICA	900	900	720	180
Education	70	70	55	15
Travel	200	220	220	_
Miscellaneous	250	250	168	82
	200	180	25	155
Total Board of Review	1,620	1,620	1,188	432
Clerk:				
Salary - Clerk	10.000			
Clerical Wages	16,000	16,000	16,000	_
Fringes	1,061	1,061	1,061	-
Education	1,306	1,306	1,394	(88)
Travel	500	500	380	120
Miscellaneous	1,000	1,000	719	281
	300	300	-	300
Total Clerk	20,167	20,167	19,554	613

	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL	VARIANCE FROM FINAL AMENDED BUDGET
Township Hall:	<u> </u>			
Wages	26,670	26,670	26,463	007
FICA	2,041	2,041	1,935	207
Building Maintenance/Supplies	11,000	11,000	4,548	106 6,452
Utilities	8,400	8,400	5,799	2,601
Capital Outlay	2,000	2,000	-	2,000
Miscellaneous	300	300	80	220
Total Township Hall	50,411	50,411	38,825	11,586
General Administration Costs:				
Twp. Computer Services	20,000	00.000		
Township Postage	10,000	20,000	10,617	9,383
Health Insurance	32,500	10,000 32,500	8,005	1,995
Pension	12,000	32,500 12,000	20,991	11,509
Life, Dental, Optical Insurance	3,070	3,070	6,526 1,953	5,474 1,117
Total Gen. Administration Costs	77,570	77,570	48,092	29,478
Airport:				
Insurance				
Repairs/Utilities	600	-	-	-
Dues and Subs	150	600 150	84	516
		150	-	150
Total Airport	750	750	84	666
TOTAL GENERAL GOVERNMENT	320,073	317,074	254,212	62,862

•		ORIGINAL BUDGET	FINAL MENDED BUDGET		ACTUAL		VARIANCE FROM FINAL AMENDED BUDGET
1	PUBLIC SAFETY Ambulance Services	46,000	 46,000	·	42,281		3,719
ı	OTHER FINANCING SOURCES (USES) Interfund Transfers		 _		(26,376)	· <u> </u>	(26,376)
	TOTAL EXPENDITURES AND TRANSFERS	366,073	 363,074		322,869	_	40,205
	Excess (Deficiency) of Revenues over Expenditures and Other Uses	25,934	28,933		96,536		67,603
	Fund Balance - Beginning of Year	452,798	452,798		452,798		-
	Fund Balance - End of Year	\$ 478,732	\$ 481,731	\$	549,334	\$	67,603

		ORIGINAL BUDGET			FINAL MENDED BUDGET		ACTUAL		VARIANCE FROM FINAL AMENDED BUDGET
REVENUES	-		_						
Property Taxes	9	139,600)	\$	139,600	\$	191,761	\$	52,161
Fee from Custer Township		92,000		•	92,000		104,910		12,910
Interest		1,000			1,000		2,264		1,264
Insurance Proceeds		100			100		1,200		1,100
Miscellaneous	_	2,000) 		2,000		987	, 	(1,013)
Total Revenues	_	234,700			234,700		301,122		66,422
EXPENDITURES									
Wages		45,020			45,020		50,186		(5,166)
FICA		3,450			3,450		3,839		(389)
Repairs and Maintenance		23,000			23,000		21,069		1,931
Insurance		21,374			21,374		24,333		(2,959)
Supplies		12,550			12,550		14,112		(1,562)
Utilities		12,180			12,180		10,603		1,577
Education Outside		10,000			10,000		8,033		1,967
Gas and Oil		3,000			3,000		3,897		(897)
Community Service		3,000			3,000		1,391		1,609
Snow Removal Physicals		2,146			2,146		1,800		346
Professional Fees		2,000			2,000		1,548		452
Travel & Lodging		1,200			1,200		1,151		49
Dues and Subs		3,000 400			3,000		4,160		(1,160)
Printing		200			400 200		425 616		(25)
Capital Outlay		400,991			400,991		363,344		(416)
Debt Service		67,000			67,000		67,000		37,647
Miscellaneous		1,000			1,000		(351)		1,351
Total Expenditures			-						
Total Experiences	_	611,511	_		611,511		577,156		34,355
Excess (Deficiency) of Revenues Over Expenditures		(376,811)	,	· (376,811)		(276,034)		100,777
OTHER FINANCING SOURCES Loan Proceeds		180,501			180,501		180,501		-
Excess (Deficiency) of Revenues and Other Sources over Expenditures		(196,310)		(*	196,310)	-	(95,533)		100,777
Fund Balance - Beginning of Year		,			·				100,177
		411,697			111,697		411,697		_
Fund Balance - End of Year	\$ ==	215,387	\$ =	2	215,387	\$	316,164	\$	100,777

	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL	VARIANCE FROM FINAL AMENDED BUDGET
REVENUES Property Taxes	81,400	81,400	84,597	(2.407)
Total Revenues	81,400	· · · · · · · · · · · · · · · · · · ·		(3,197)
		81,400	84,597	(3,197)
EXPENDITURES				
Road Construction	89,107	89,000	31,461	57,539
Total Expenditures	89,107	89,000	31,461	57,539
Excess (Deficiency) of Revenues				-
Over Expenditures	(7,707)	(7,600)	53,136	60,736
Fund Balance - Beginning of Year	89,796	89,796	89,796	-
Fund Balance - End of Year	82,089	82,196	142,932	60,736

TOWNSHIP OF MANCELONA COMBINED BALANCE SHEET NON MAJOR FUNDS MARCH 31, 2005

ASSETS	CEMETER	LIBRARY	LIQUOR	WETZEL LAKE	TOTAL
Cash Certificate of Deposit	\$ 86,48 20,22		\$ 626	\$ -	\$ 87,114 20,223
Total Assets	106,71	1	626	-	107,337
LIABILITIES AND FUND EQUITY					
Liabilities Accounts Payable			_		
Fund Equity Fund balance: Undesignated, Unreserved	40,289) _	626		40.045
Reserved	66,422		-	-	40,915 66,422
Total Fund balance	106,711	-	626		107,337
Total Liabilities and Fund Equity	\$ 106,711	\$ <u>-</u>	\$ 626	<u> </u>	\$ 107,337

TOWNSHIP OF MANCELONA STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE NON MAJOR FUNDS FOR THE YEAR ENDED MARCH 31, 2005

	CEMETERY			LIBRARY		LIQUOR		WETZEL LAKE		TOTAL	
REVENUES:			_								
Grave Openings	\$	12,051	\$;	;	\$ -	\$; _	:	\$ 12,051	
Royalties		2,582	,	_		_	•	· -	`	2,582	
Lot Sales - Perpetual Care		2,625		-		_		_		2,625	
Lot Sales		2,775		_		_		_		2,775	
Yearly Maintanence Fee		500		-		_		_		500	
Interest - Perpetual		915		_		-		_		915	
State Aid		_		5,135		930		_		6,065	
Penal Fines		-		19,396		_		_		19,396	
Donations		_		3,372		_				3,372	
Liquor License		-		-		1,540		_		1,540	
Misc		16		1,234				-		1,250	
Total Revenues		21,464		29,137		2,470	_	-	_	53,071	
EXPENDITURES:			_		_	<u>.</u>			_		
Wages		22,343		21,309		2,575		_		46,227	
Fica		1,709		1,630		197		_		3,536	
Books		· _		7,840		-		_		7,840	
Cemetery Costs		6,383				_		_		6,383	
Library Costs		_		13,734		_		_		13,734	
Liquor Law Costs		-		, <u>-</u>		1,263		-		1,263	
Total Expenditures		30,435		44,513	_	4,035		-		78,983	
Excess (Deficiency) of											
Revenues over Expenditures		(8,971)		(15,376)		(1,565)		-		(25,912)	
TRANSFERS IN (OUT)		11,000		15,376		-		(824)		25,552	
Excess (Deficiency) of Revenues and Other Sources over							_	· · · · · · · · · · · · · · · · · · ·			
Expenditures and Other Uses		2,029		-		(1,565)		(824)		(360)	
Fund Balance - Beginning of Year		104,682		-		2,191		824		107,697	
Fund Balance - End of Year	\$	106,711	\$	-	\$	626	\$	_	\$	107,337	
			=		=		==		=		